

	LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES	
TOPIC: ESTABLISHMENT OF ADMINISTRATIVE POLICES AND PROCEDURES		NUMBER: 1-1
EFFECTIVE: 9/1/2011	REVISED:	REVIEWED: 01/15/2015
REFERENCE: LCC 1.07		
POLICY CUSTODIAN: COUNTY MANAGER		

A. PURPOSE:

To establish when a policy is required, provide authority for employees to implement these policies through the development of procedures, and set standards for updating and maintaining policies and procedures.

B. ESTABLISHMENT OF POLICIES AND PROCEDURES

1. Applicability

- a. A policy is the written description of a direction set by the Board of County Commissioners to guide the present and future actions of the various Departments within Lyon County.

2. Policies may be administrative or regulatory.

- a. Administrative policies establish powers, responsibilities, and/or rules for County employees.
- b. Regulatory policies establish rules or orders.

3. A Policy shall be established when:

- a. Directed by the Board of County Commissioners.
- b. Required in accordance with state or federal law.
- c. Requested by a Department Director/Manager, and approved by the Board of County Commissioners.

C. POLICY STANDARDS

- 1. All policies, administrative and regulatory, shall be adopted by the Board of County Commissioners at a public hearing.

2. All policies, excluding ordinances, may be revised administratively to make format changes, corrections to reflect organizational changes, or similar non-material changes without County Commission review.
3. Prior to County Commission adoption or administrative revisions, the County Manager's Office and the District Attorney's Office shall review the policy.
4. All policies shall be maintained in the County Policy Manual. Policies may be kept under separate cover. However, all policies kept under separate cover shall be referenced in the County Policy Manual. At a minimum, the reference shall include the title, location and policy custodian.
5. Each policy shall be assigned a custodian.
 - a. Custodians shall update assigned policies and/or procedures as needed.
 - b. Custodians shall, at a minimum, review assigned policies and/or procedures annually.

D. PROCEDURES

1. Policies may be implemented through the development of a procedure. All policies may not require a procedure.
2. When a procedure is necessary to implement the intent of the policy, each Department/Division shall work with the County Manager's Office to develop such procedure. The County Manager's Office shall approve such rules and regulations governing the procedure as it may consider necessary or advisable.
3. Departments/Divisions may develop procedures to promote efficiency and consistency within employment units. These procedures shall also be coordinated through and shall be approved by the County Manager's Office.
4. All procedures shall be maintained in the County Procedure Manual and referenced in the appropriate policy.

E. EXCEPTIONS

1. The Board of County Commissioners and/or the County Manager will have no oversight or approval authority of any Elected Officer's operational policies and procedures unless required by local, state or federal law or requested by the Elected Officer.

	LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES		
TOPIC: Introduction and Overview		NUMBER: 1-2	
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REFERENCE: NRS 244			
POLICY CUSTODIAN: County Manager			

A. PURPOSE

Lyon County has prepared its own policies and procedures manual to assist the County Commission by documenting accepted practices and clarifying expectations. Administration of County Commission affairs is greatly enhanced by the agreement of the County Commission and staff to be bound by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Commission Members in their actions.

B. COMMISSIONER – MANAGER FORM OF GOVERNMENT

The Lyon County is a Commission-Manager form of government. As described in the county code and Nevada Revised Statutes, certain responsibilities are vested in the County Commission and the County Manager. Basically, this form of government prescribes that a County Commission's role is that of a legislative policy-making, quasi-judicial body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the County Manager to administer the affairs of the County government in a businesslike and prudent manner.

C. OVERVIEW OF COUNTY DOCUMENTS

This section provides a summary of important aspects of County Commission activities. However, it cannot incorporate all material and information necessary for undertaking the business of the County Commission. Many other laws, plans, and documents exist which bind the County Commission to certain courses of action and practices. The following is a summary of some of the most notable documents that establish County Commission direction.

1. *Lyon County Code*

The County code contains local laws and regulations adopted by ordinances. Title 2 of the code addresses the role of the County Commission, describes the organization of County Commission meetings and responsibilities and appointment of certain County staff positions and advisory boards and commissions. In addition to these administrative matters, the County code contains a variety of laws

including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues.

2. *Personnel Policies and Procedures Handbook*

It is the policy of Lyon County to uphold, promote, and demand the highest standards of ethics from all of its elected and appointed officials. Accordingly, all members of the County Commission, members of all appointed boards, commissions, committees, County employees, consultants and professional service providers are expected to maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their County position or powers for personal gain.

3. *Nevada Revised Statutes*

The state laws contain many requirements for the operation of County government and administration of meetings of County Commissions throughout the state. Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), Constitution of the State of Nevada, and Lyon County Code also provide direction and guidance for the proper operation of a County government.

4. *Annual Budget*

The annual budget is the primary tool and road map for accomplishing the goals of the County. The budget document is the result of one of the most important processes the County undertakes. By adopting the annual budget, the County Commission makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations.

5. *Annual Financial Report*

The annual financial report includes the financial statements of the County for a calendar year. It includes the financial condition of the County as reflected in the balance sheet, the results of operations as reflected in income statements, an analysis of the uses of County funds, and related footnotes. The annual financial report includes statements for the various groups of funds and a consolidated group of statements for the County as a whole.

6. *Master Plan*

A state-mandated comprehensive plan addresses the County's long-range planning needs relative to land use, transportation, economic development, and other planning elements. The County's comprehensive plan is reviewed on an ongoing basis.

7. *Capital Improvement Program*

The Capital Improvement Program serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productivity of County services.

8. *Comprehensive Emergency Management Plan*

The County maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency. The Commission is called upon to declare the emergency, and then the Office of Emergency Management directs all disaster response activities. The County Commission may be called upon during an emergency to establish policies related to a specific incident.

D. ORIENTATION OF NEW MEMBERS

It is important for the members of the County Commission to gain an understanding of the full range of services and programs provided by the County. As new members join the County Commission, the County Manager will host an orientation program that provides an opportunity for members to tour county facilities and meet with key staff. Another training opportunity for new members is the Nevada Association of Counties (NACo) newly elected officials orientation. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.

	LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES		
TOPIC: County Commission: General Powers & Responsibilities		NUMBER: 1 – 3	
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REFERENCE: LCC 1.07, NRS 241, NRS 244			
POLICY CUSTODIAN: County Manager			

A. County Commission Generally

Fundamentally, the powers of the County Commission are to be utilized for the good of the community and its residents; to provide for the health, safety and general welfare of the citizenry. The County Commission is the policy making and law making body of the County. State law and local ordinances grant the powers and responsibilities of the Commission.

It is important to note that the Commission acts as a body and speaks with one “corporate voice”. No member has any extraordinary powers beyond those of other members. While the Chairman has some additional ceremonial and presiding officer responsibilities as described below, when it comes to establishing policies, voting, and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Commission. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Commission to a course of action. Commission Members should respect adopted Commission policy. In turn, it is staff’s responsibility to ensure the policy of the Commission is upheld.

Actions of staff to pursue the policy direction established by a majority of Commission do not reflect any bias against Commission Members who held a minority opinion on an issue.

1. Commission Non-Participation in Administration

In order to uphold the integrity of the Commission-Manager form of government, and to provide proper checks and balances, members of the County Commission shall refrain from becoming directly involved in the administrative affairs of the County. As the Commission is the policy making body and the maker of local laws, its involvement in enforcement of ordinances would only damage the credibility of the system.

Except for the purpose of inquiry, the Commission and its members will deal with the administrative service solely through the County Manager or designee, and neither the Commission nor any advisory board or member of an advisory board shall give orders to any subordinate of the County Manager.

B. ROLE OF COMMISSION MEMBERS

Members of the Lyon County Commission are collectively responsible for establishing policy, adopting an annual budget, and providing vision and goals to the County Manager and staff. The following outline is a brief description of the various duties of Commission Members. The description is not intended to be comprehensive, but rather it is an effort to summarize the primary responsibilities of the Commission.

1. Summary of Commission Duties and Responsibilities as Provided in, but not Limited to, the Nevada Revised Statutes, Nevada Administrative Code and Lyon County Code.
 - a. Establish Policy
 - 1) Adopt goals and objectives
 - 2) Establish priorities for public services
 - 3) Approve/amend the operating and capital budgets
 - 4) Approve contracts
 - 5) Adopt resolutions
 - b. Enact Local Laws
 - 1) Adopt ordinances
 - c. Supervise Appointed Officials
 - 1) Appoint County Manager
 - 2) Evaluate performance of County Manager
 - 3) Establish advisory boards and commissions
 - 4) Make appointments to advisory bodies
 - 5) Provide direction to advisory bodies
 - d. Provide Public Leadership
 - 1) Relate wishes of constituents to promote representative governance
 - 2) Mediate conflicting interests while building a consensus
 - 3) Communicate the County's vision and goals to constituents
 - 4) Represent the County's interest at regional, county, state, and federal levels
 - e. Decision-Making
 - 1) Study problems
 - 2) Review alternatives
 - 3) Determine best course of public policy

C. ROLE OF CHAIRMAN

1. Presiding Officer

The Chairman serves as the presiding officer and acts as chair at all meetings of the County Commission. The Chairman may participate in all deliberations of the Commission in the same manner as any other members and is expected to vote in all proceedings, unless a conflict of interest exists. The Chairman does not possess any power of veto. The Chairman may move an action and may second a motion.

D. ABSENCE OF CHAIRMAN AND COMMISSION MEMBERS

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman. When both the Chairman and Vice Chairman are absent, the Commission may choose from among its members a person to serve as acting Chairman, who shall, for the term of such absence, have the powers of the Chairman.

E. ELECTION OF OFFICERS

Procedures for electing officers are as follows:

1. Annual Election of Chairman and Vice Chairman

Annually, at the first meeting of the calendar year, the members thereof will choose a presiding officer from their number who will have the title of Chairman. In addition to the powers conferred upon him/her as Chairman, he/she will continue to have all the rights, privileges and immunities of a member of the Commission. If a permanent vacancy occurs in the Office of Chairman, the members of the Commission at their next regular meeting will select a Chairman from their number for the unexpired term. Following the election of the Chairman, there will be an election for Vice Chairman. The term of the Vice Chairman will run concurrently with that of the Chairman.

2. Nominations

Nominations will be taken from members of the Board in the form of a motion and must be seconded by a commissioner other than the commissioner making the motion. If the motion is not seconded this process will be followed until a motion has been seconded and a simple majority of the Board members present has voted in favor of the motion. If the vote taken is not in favor of the motion and seconded; the process will start all over until a Chairman is selected. The new Chairman will then take control of the meeting and begin the process for the Vice Chairman.

The process to elect a Vice Chairman will follow the same process to elect the Chairman. Any member nominated for Chair or Vice Chair can decline the nomination.

3. Resignation of Chairman or Vice Chairman

If the Chairman or Vice Chairman resigns, the County Commission will appoint a new Chairman or Vice Chairman, using the procedure outlined above.

F. DECLARATION OF DISASTER OR EMERGENCY

Pursuant to NRS 414 and Lyon County Code 3.03.03 the Board of Commissioners have the authority to declare an emergency or disaster. This will be accomplished as follows:

1. The County Manager or designee shall notify the Board of Commissioners, County Clerk and District Attorney of the need for such declaration and request an emergency meeting of the Board as authorized by the open meeting law.
2. The Board will meet, outlying Commissioners may call in, at the date and time specified in the agenda.
3. The Board will hear testimony for the need of such declaration and make a decision.
4. The meeting of the Board will be recorded and minutes kept in accordance with the open meeting law.
5. The County Manager is authorized to make a declaration of emergency or disaster if a quorum of the Board is not present in the County or available by telephone.
6. The County Manager's designee, as addressed in the County Emergency Operations Plan, is authorized to make a declaration of emergency or disaster if a quorum of the Board and the County Manager is not present in the County or available by telephone.
7. The Declaration shall be signed by the members present, County Manager and attested to by the County Clerk and then sent to the Nevada Division of Emergency Management and Homeland Security.

G. APPOINTMENT/REMOVAL OF COUNTY MANAGER & APPOINTED DEPARTMENT HEADS

The Board of County Commissioners is responsible for the appointment, supervision and appointment of the County Manager as authorized by Nevada Revised Statutes Chapter 244 and Lyon County Code 1.07.

The County Manager is authorized by Lyon County Code 1.07.07 to appoint, discipline or terminate appointed department heads with approval from the Board of Commissioners.

1. Appointment to fill a vacancy – The County Manager will appoint a person to a vacated department head position by following the advertising and selection

processes outlined in the Lyon County Personnel Policy. The County Manager will then, in a public Board meeting, present the Board with a list of qualified candidates and his/her recommendation for selection. The Board will vote to approve the County Managers recommendation or select another person from the list.

2. Serious discipline up to and including termination – The County Manager will follow the requirements of the Lyon County Personnel Policy in regards to discipline. If discipline is to be suspension without pay, demotion or termination the County Manager will:
 - a. Place an item on the next Commission agenda for a closed session to discuss the issue and proposed discipline. No action will be taken during the closed session.
 - b. Place an item on the next Commission agenda for an open meeting to authorize the County Manager to issue the proposed discipline.
 - c. Ensure that the affected department head is notified and notice him/her that the Board will be considering the character, alleged misconduct, professional competence, or physical or mental health of the person in both the closed and open session.
 - d. The Board will take action to affirm or deny the County Manager's recommendation. A simple majority vote is required to approve or deny the recommendation.

H. APPOINTMENT TO COMMITTEES, BOARDS AND COMMISSIONS

1. The members of the Board and staff serve on a variety of committees, boards and commissions. The Board will, annually, at the first meeting in January make appointments to the various committees, boards and commissions by:
 - a. The Chairman will begin the process by asking the Board members if there are members interested in participating. In the event only one Commissioner is interested in serving on a committee, board or commission then the Chair will make the appointment. In the event that two or more members of the Commission want to serve then the Chair will entertain a motion and second to make the appointment. A simple majority vote is required to approve the appointment. Upon completion of the appointment process the Chair will entertain a motion and second to approve the appointments.
 - b. The following are standing committees, boards, and commissions:
 - Comstock Historic District
 - Debt Management Commission
 - Mason Valley Conservation District
 - Smith Valley Conservation District
 - Dayton Valley Conservation District
 - Nevada Public Agency Insurance Pool

- Nevada Association of Counties (NACO)
- NACO Board of Directors
- NACO Legislative Committee
- NACO Public Lands and Natural Resources Committee
- Local Emergency Planning Committee
- Northern Nevada Development Authority
- Western Nevada Development District
- Nevada Works
- State Land Use Planning Advisory Committee
- Walker River Irrigation District
- Carson Water Subconservancy District
- Room Tax Board
- Nevada Commission for the Reconstruction of the V & T Railway
- Western Nevada Home Consortium
- Quarterly Jail Inspection
- Truckee Canal Safety Commission
- Regional Transportation Commission
- Carson Area Metropolitan Planning Organization

c. New committees, boards, commissions

In the event that a new committee, board or commission is created and/or requires appointment the Board will make such appointment at the next Board meeting by following the procedures outlined above.

2. Appointment of Citizens to Boards, Commissions and Committees

a. Advisory Boards

Appointments to and Removal from the various Advisory Boards will be made by the Board of County Commissioners as outlined in County Code, Resolution and Bylaws creating the Advisory Board.

Memberships on Advisory Boards are selected with the intent to provide representation from a broad cross-section of the represented community. The idea is to ensure that all major viewpoints are examined, and that any faction or special interest group does not dominate the Advisory Board.

The Board of County Commissioners appoints members for staggered two-year terms beginning January 1 of each year. Each advisory board will make a recommendation to the Board of County Commissioners during their November meeting. All persons interested in serving on an advisory board must submit an application to the County Managers Office, a copy of the application(s) will be forwarded to the appropriate CAB Chairperson. Once recommendation has been made by the CAB, the application(s) and recommendations will be forwarded to the BOC for appointment.

VACANCIES. A vacancy occurring on a citizen advisory board shall be filled by the board of county commissioners, upon recommendation of the affected advisory board, for the remainder of the unexpired term. The County Managers Office will publish, in a newspaper of general circulation, the county web site and county social media outlets, for a period of two weeks the vacancy and the process to apply. All persons interested in serving on an advisory board must submit an application to the County Managers Office, a copy of the application(s) will be forwarded to the appropriate CAB Chairperson. Once recommendation has been made by the CAB, the application(s) and recommendations will be forwarded to the BOC for appointment.

b. Planning Commission

Appointments to and removal from the Planning Commission will be made by the Board of County Commissioners as outlined in Lyon County Code 3.02. The Planning Department will advertise any vacancy on the Planning Commission. All persons interested in serving on the Planning Commission must submit an application to the Planning Department. The Planning Department will provide the applications of the candidates to the Board of Commissioners. The Chair will make the appointment with the approval of the Board.

All persons interested in serving on the Planning Commission must submit an application to the Planning Department.

A motion to approve will be made by a member of the Board and must be seconded a by a commissioner other than the commissioner making the motion. If the motion is not seconded this process will be followed until a motion has been seconded and a simple majority of the Board members present has voted in favor of the motion. If the vote taken is not in favor of the motion and seconded; the process will start all over until an appointment is approved.

VACANCIES. A vacancy occurring on the Planning Commission shall be filled by the board of county commissioners. The Planning Department will publish, in a newspaper of general circulation, the county web site and county social media outlets, for a period of two weeks the vacancy and the process to apply. All persons interested in serving on the Planning Commission must submit an application to the Planning Department. The Planning Department will provide the applications of the candidates to the Board of Commissioners and the appointment process will be followed as stated above.

c. Library Board of Trustees

Appointments to and removal from the Library Board of Trustees will be made by the Board of County Commissioners as required by NRS 379. A Trustee shall be appointed to serve a term of 4 years and may not serve more than two terms.

All persons interested in serving on the Library Board of Trustees must submit an application to the County Managers Office, a copy of the application(s) will be forwarded to the Library Director. Once recommendation has been made by the Library Board of Trustees, the application(s) and recommendations will be forwarded to the BOC for appointment.

VACANCIES. A vacancy occurring on the Library Board of Trustees shall be filled by the board of county commissioners, upon recommendation of the Library Board of Trustees, for the remainder of the unexpired term. The Library Director will publish, in a newspaper of general circulation, the county web site and county social media outlets, for a period of two weeks the vacancy and the process to apply. All persons interested in serving on an advisory board must submit an application to the County Managers Office, a copy of the application(s) will be forwarded to the Library Director. Once recommendation has been made by the Library Board of Trustees, the application(s) and recommendations will be forwarded to the BOC for appointment.

d. Fair Board & Event Center Board

Appointments to and Removal from these Boards will be made by the Board of County Commissioners as outlined in County Code, Resolution and Bylaws creating these Boards.

Memberships on these boards are selected with the intent to provide representation from a broad cross-section of the represented community. The idea is to ensure that all major viewpoints are examined, and that any faction or special interest group does not dominate either of these boards.

The Board of County Commissioners appoints members for staggered terms beginning January 1 of each year. Each of these boards will make a recommendation to the Board of County Commissioners during their November meeting. All persons interested in serving on either of these boards must submit an application to the County Managers Office, a copy of the application(s) will be forwarded to the appropriate board Chairperson. Once recommendation has been made by these boards, the application(s) and recommendations will be forwarded to the BOC for appointment.

VACANCIES. A vacancy occurring on these boards shall be filled by the board of county commissioners, upon recommendation of the affected advisory board, for the remainder of the unexpired term. The County Managers Office will publish, in a newspaper of general circulation, the county web site and county social media outlets, for a period of two weeks the vacancy and the process to apply. All persons interested in serving on an advisory board must submit an application to the County Managers Office, a copy of the application(s) will be forwarded to the appropriate Chairperson. Once recommendation has been made by the appropriate board, the application(s) and recommendations will be forwarded to the BOC for appointment.

	LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES		
TOPIC: County Commission Meetings		NUMBER: 1-5	
EFFECTIVE: 7/19/2012	REVISED:	REVIEWED: 01/15/2015	
REFERENCE: LCC 1.05, NRS 244, NRS 281			
POLICY CUSTODIAN: County Manager			

A. INTRODUCTION

The County Commission's collective policy and law-making powers are put into action at the commission meetings. It is here that the Commission conducts its business. The opportunity for citizens to be heard, the availability of local officials to the citizenry, and the openness of commission meetings all lend themselves to the essential democratic nature of local government.

B. MEETING SCHEDULE

Regular meetings are held the first and third Thursday of each month at the Lyon County Administrative Complex, 27 South Main Street, Yerington, NV. Should these days happen to be designated as a legal holiday, the Commission meeting will be held the next succeeding day that is not a legal holiday.

C. PUBLIC NOTICE OF MEETINGS AND HEARINGS

Pursuant to NRS 241, Counties are charged with establishing a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming commission meeting.

The procedure followed by Lyon County is as follows:

1. Content of Notices

Notice of a County Commission meeting will be completed in accordance with NRS 241.020 and must include:

- The time, place and location of the meeting
- A list of locations where the notice has been posted
- A clear and complete statement of the topics scheduled to be considered during the meeting
- A list describing the items on which action may be taken and clearly denoting that action may be taken on those items.
- A period devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item

of the agenda until the matter itself has been specifically included on an agenda item upon which action will be taken.

- If any portion of the meeting will be closed to consider the character, alleged misconduct or professional competence of a person, the name of the person whose character, alleged misconduct or professional competence will be considered.
- If, during any portion of the meeting, the public body will consider whether to take administrative action against the person, the name of the person against whom administrative action may be taken.
- Members of the public body and employees will make reasonable efforts to assist and accommodate physically handicapped persons desiring to attend a meeting. The notice will include the name and telephone number of a person who may be contacted so arrangements can be made in advance.
- If agenda items may be taken out of order, it will so state in the agenda.
- If reasonable time limits or other rules apply to any period devoted to public comment, such rules will be clearly stated on the agenda.

2. Posting of the Notice

- A copy of the notice must be posted in at least four places no later than 9:00 AM of the third working day before the meeting.
- The notice must be posted at the principle office of the Public Body (Administrative Complex)
- The notice must be posted at a minimum of three other separate, prominent places within the jurisdiction of the public body.

The notices are posted at:

- Lyon County Administrative Complex, Yerington, NV
- Lyon County Court House, Yerington, NV.
- Yerington City Hall
- Yerington Post Office
- Silver Springs Human Services
- Dayton Utilities
- Fernley City Hall
- <http://www.lyon-county.org/archive.aspx>

3. Providing copies of the agenda and supporting material upon request.

Lyon County will provide, at no charge, at least one copy of:

- The agenda for a County Commission meeting
- A proposed ordinance or regulation which will be discussed at the County Commission meeting.
- Any other supporting material provided to the members of the Commission except materials;

- ✓ Submitted to the Board of Commissioners pursuant to nondisclosure or confidentiality agreement which relates to proprietary information.
 - ✓ Pertaining to a closed session
 - ✓ Declared confidential by law
- A copy of the materials required to be provided upon request must be
 - ✓ If the supporting material is provided to the members of the County Commission before the meeting, made available to the requester at the time the material is provided to the County Commission.
 - ✓ If the supporting material is provided to the members of the public body at the meeting, made available to the requester.
 - Duties of the County Manager's Office

The County Manager's office is directed to publish notices and post agendas as required.

4. Meetings Outside of the County Seat

In the event that the Board wants to conduct a meeting more than 10 miles away from the County seat the provisions of NRS 244.085 will be adhered to.

D. SPECIAL MEETINGS

Special meetings may be called by the Chair or Vice Chair. Notice of a special meeting will be made by the County Manager's Office as specified in 1.5 C.

E. EMERGENCY MEETINGS

1. Emergency meetings may be called when an unforeseen circumstance requires immediate action and includes but is not limited to disasters or any impairment of the health and safety of the public.
2. In an emergency
 - a. A meeting may be scheduled with less than three days notice if the meeting is limited only to the matter which qualifies as an emergency.
 - b. The County Managers Office will post an agenda for the emergency as soon as effectively possible
 - c. The minutes of the emergency meeting will reflect the reason for the meeting and why it qualifies as an emergency.

F. WORKSHOPS

The County Commission may meet informally in a Workshop. The Workshop is the forum used by Commission to review forthcoming programs of the County, to receive

progress reports on current issues, or to receive similar information from the County Manager and others.

Further, the purpose of Workshops is to allow Commission members to do concentrated preliminary work with administration on single subjects of time consuming, complex matters (i.e., budget, complex legislation or reports, etc.). One of the goals of Workshops is to allow a less formal atmosphere within which Commission members may ask questions of staff and each other, as opposed to taking time at Regular meetings, thus shortening the time spent at Regular meetings. Workshops shall be in a less formal setting, but shall not discourage public participation.

All discussions and conclusions held during a Workshop are of an informal nature. No final action is taken while in a Workshop. Notice of Workshops will be handled in the same manner as outlined in 1-5 C

G. PLACING ITEMS ON THE AGENDA

1. Agenda Planning Committee

All matters to be presented to the County Commission at its regular meetings are reviewed by the Agenda Planning Committee. The Executive Leadership Team and Board Chairman comprise the Agenda Planning Committee. The County Manager and Board Chairman will review the agenda prior to the regular meeting. The Board Chair or County Manager will determine if an agenda item should be placed on the agenda after the date for agenda report submittal has expired.

2. County Commission and Elected/Appointed Department Heads

A Commission Member or elected/appointed department head may request an item be considered on a future agenda either by making an oral request at a County Commission meeting or submitting the request in writing to the County Manager at least ten days prior to the meeting for which the item is requested to be placed on the agenda. The item shall be presented to the Agenda Planning Committee to schedule the item.

3. Advisory Bodies and Civic Organizations

Advisory bodies of the County Commission and other civic agencies may submit items for Commission by submitting a request in writing to the County Manager at least 10 days prior to the meeting for which the item is requested to be placed on the agenda.

4. Members of the Public

A member of the public may request an item be placed on a future agenda while addressing the County Commission during a regular meeting and/or by submitting the request in writing to the County Commission, through the County Manager's

office. In order to allow sufficient time for Commission to review, and staff to research the matter, the request should be submitted at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda. Once the issue has been placed on the agenda, the County Manager's Office will notify the requester so that he or she may plan to attend the meeting.

H. DEVELOPMENT OF THE AGENDA

Staff is required to submit an agenda report form for each topic of discussion on the County Commission agenda. The deadline for submitting these forms to the County Manager's Office is 4:00 PM., ten days prior to the date of the meeting for which the item is scheduled. The forms must include supporting documentation, including any information requested by Commission at the previous Commission meeting. The agenda report and any attachments are also submitted electronically to the District Attorney and Comptroller by the due date. The District Attorney's Office and the Comptroller will review and ensure that the item meets all legal (D.A.) and financial (Comptroller) requirements.

The draft agenda and backup material will be distributed, electronically, to the Board and leadership team nine days before the meeting. The Board Chair, County Manager and Leadership Team will comprise the Agenda Planning Team and will meet eight days before the Board Meeting to discuss and ensure that all items are ready for Board action. The County Manager's Office will send the final agenda and backup material out to the Board and Leadership Team after completion of the Agenda Planning Meeting. The County Manager's Office will ensure that the Agenda is posted within three working days before the date of the Board meeting

I. AUDIO RECORDING OF MEETINGS

The County Clerk, or designee, shall make and keep audio recordings of all meetings of the Lyon County Commission, except those meetings or portions of meetings conducted in Closed Session. Recordings and related records of all County Commission meetings, except as referenced above, shall be retained by the County Clerk.

J. ORDER OF BUSINESS

The County Commission, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Commission may, at any time by simple majority of those present, vote to consider items in a different order.

1. Call to Order

The Chair, or in the Chair's absence the Vice Chair, presides over all meetings of the County commission, and after determining that a quorum is present, calls the meeting to order. In the absence of the Chair and Vice Chair, the Senior Commissioner shall call the Commission to order. Following the call to order, those in attendance are asked to join the Commission in reciting the Pledge of Allegiance.

The Chair will then announce:

“This is a tentative schedule for the meeting. The Board of Commissioners reserves the right to take items in a different order to accomplish business in the most efficient manner. Items may be combined for consideration by the Board of Commissioners and items may be pulled or removed from the agenda at anytime. Any restrictions on comments by the general public: Any such restrictions must be reasonable and may restrict the time, place and manner of the comments, but may not restrict comments based upon viewpoint.”

2. Roll Call

The County Clerk takes roll and announces the presence or absence of individual Commission Members.

3. Public Participation

The Chair will request public participation by reading the following statement:

“It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board of Commissioners will conduct public comment after discussion of each agenda action item, but before the Board of Commissioners takes any action.”

Public Participation will be conducted at the beginning and end of the meeting and the Board will take public participation on each action item.

4. Review and Adoption of the Agenda

This is the time when Commission Members or the County Manager may withdraw or move items on the agenda. A simple majority of those present may vote to approve the agenda.

5. Presentation of Awards and/or Recognition of Accomplishments

This is the time when the County Manager, Commission Members or members of the Leadership Team may present awards or recognize staff, community organizations, etc.

6. Commissioner and County Manager Comments

During this portion of the agenda, Commission Members will share current activities on regional, state, and federal committees, boards, or commissions on which they

serve. The County Manager will up date the Board on projects and issues that are being addressed.

7. Elected Officials Report

During this portion of the agenda the elected officials (Assessor, Clerk-Treasurer, District Attorney, District Court, Justices of the Peace, Public Administrator, Recorder and Sheriff) will share current activities, provide briefings on important issues, report progress of projects, etc.

8. Appointed Officials Report

During this portion of the agenda the appointed officials (Building Department, Department of Administration, Department of Human Services, Department of Public Works, Planning Department and Public Guardian) will share current activities, provide briefings on important issues, report progress of projects, etc.

9. Advisory Board Reports

During this portion of the agenda the Citizen Advisory Boards will provide the Board with recommendations on issues affecting their community and alert the Board to any issues or concerns affecting their community. A copy of the Advisory Board minutes will be provided in the agenda packet.

10. Consent Agenda

Those matters of business that require action by the Commission which are considered to be of a routine and non-controversial nature are placed on the consent agenda. The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Commission. Examples of such items include:

- Treasurer's Report;
- Approval of vouchers;
- Final approval of leases and agreements;
- Final acceptance of grants, deeds, or easements;
- Acknowledging receipt of claims for damages against the County;
- Review and approval of business licenses
- Changes to the Assessor's tax role

No discussion shall take place regarding any item on the consent agenda beyond asking questions for simple clarification. Prior to approving the items on the consent agenda, Commission Members may request to withdraw (or pull) any item and take action separately on that item. Commission will consider each withdrawn item during the course of the meeting after the amended consent agenda has been approved.

11. Liquor Board

The Board will recess to convene and meet as the Liquor Board of Lyon County. This Board consists of the Board of Commissioners and the Sheriff or his designee. The Liquor Board will take action on temporary and permanent Liquor License applications. The Liquor Board will conduct public participation before action items, during each action item and after the action items. Upon completion of action as the Liquor Board the Board will adjourn and reconvene as the Board of Commissioners

12. Public Hearing on Planning Items

The Board will conduct public hearings on all planning items presented by Planning Department staff. The Board must make their decision based upon fact and state their facts as part of the motion to approve or not approve. Pursuant to NRS 244.085, final action on any matter except zoning or planning matters which relate to a different geographical area than the geographical area in which the meeting is held must be taken at the county seat.

13. Regular Agenda

This is the portion of the agenda where ordinances are proposed, resolutions are decided upon, contracts are approved/denied, policies are approved/denied and other business is brought to the Board for action.

- a. *Award of Contract:* All contract documents shall, before presentation to the Commission, have been approved as to form and legality by the District Attorney's Office and have been approved by the Comptroller's Office as to fiscal requirements, and shall have been first referred for review to the head of the department under whose jurisdiction the administration of the subject matter of the contract document would devolve, and shall further have been presented to the County Manager or authorized representative for review.
- b. *Ordinances & Resolutions:* Ordinances, resolutions, and other matters or subjects requiring action by the Commission must be introduced by a member of the Commission, except that the County Manager, District Attorney's Office, or department directors may present ordinances, resolutions, and other matters or subject to the Commission, and any Commission Member may assume sponsorship thereof by moving that such ordinances, resolutions, matters, or subjects be proposed; otherwise, they shall not be considered.

(1) Prior Administrative Review-All ordinances and resolutions shall, before presentation to the Commission, have been approved as to form and legality by the District Attorney's Office and shall have been first referred for review to the head of the department under whose jurisdiction the administration of the subject matter of the ordinance or

resolution would devolve, and shall further have been presented to the County Manager for review.

(2) Ordinance Preparation-The District Attorney's Office shall review all ordinances to ensure ordinance is legal and the bill meets the legal format.

(3) Ordinance Process – Upon review by the District Attorney's Office and the County Manager the draft ordinance bill will be presented to the Board of Commissioners for proposal. A single Commissioner can propose the bill. The provisions of NRS 244.095 – NRS 244.115 will be adhered to developing, proposing, and taking action on any ordinance.

c. *Closed Session*: a closed session may be held:

(1) *During certain labor negotiations*

(2) Attorney client non meetings to consider threatened or existing litigation

(3) *To discuss the character, professional competence, alleged misconduct or the physical or mental health of a person unless prohibited by law.*

K. GENERAL PROCEDURES

1. *Signing of County Documents*

The Chair, unless unavailable, shall sign all ordinances, resolutions, contracts and other documents which have been adopted by the County Commission and require an official signature; except when the County Manager has been authorized by Commission action to sign documents. In the event the Chair is unavailable, the Vice Chair may sign such documents.

2. *Quorum*

Three members of the Commission shall constitute a quorum and are necessary for the transaction of County business.

3. *Minutes*

The County Clerk or designee shall take minutes at all meetings of the County Commission. The minutes shall be made available for public inspection. Unless a member of the Commission requests a reading of the minutes of a Commission meeting, such minutes may be approved without reading, if the Clerk has previously furnished each member with a copy thereof.

4. *How Many Votes are required for Passage?*

For all ordinances, resolutions, and motions, a simple majority of the Commission members present (assuming a quorum) is sufficient for passage unless prohibited by law .

L. Open Meeting Law

1. Applicability

The open meeting law applies to the County Commission and all standing, special or advisory boards, commissions, committees or subcommittees of, or appointed by, the County Commission.

2. NRS 241

The Board of Commissioners will adhere to the mandates of NRS 241 and if a question arises about the application of NRS 241 to the meeting then the District Attorney's Office will be consulted to determine the legal course of action.

		LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES	
TOPIC: INTERACTION WITH COUNTY STAFF/OFFICIALS		NUMBER: 1-6	
EFFECTIVE: NOVEMBER 1, 2012	REVISED:	REVIEWED: 01/15/2015	
REFERENCE: NRS244, LCC 1.07			
POLICY CUSTODIAN: COUNTY MANAGER			

A. Overview

County Commission policy is implemented through dedicated and professional staff. Therefore, it is critical that the relationship between Commission and staff be well understood by all parties so policies and programs may be implemented successfully. To support effective relationships, it is important that roles are clearly recognized.

The County Commission also supports and acknowledges that Commission and the County Manager are most effective when working as a team and as such the Commission endeavors to support mutual respect between the County Commission and County staff by creating the organizational teamwork necessary for successful implementation of the Commission's policies and programs.

B. Commission-Manager Plan of Government

Lyon County has a Commission-Manager plan of government. Basically, with this structure, the County Commission's role is to establish County policies and priorities. The Commission appoints a County Manager to implement those policies and undertake the administration of the organization.

The County Manager is appointed by the County Commission to enforce its laws, to direct the daily operations of County government, to prepare and monitor the principal budget, and to implement the policies and programs initiated by the County Commission. The County Manager is responsible to the County Commission, rather than to individual Commission Members, and directs and coordinates the various departments. The County Manager is responsible for appointing all department directors and authorizing all other personnel positions. The County Commission authorizes positions through the budget process; based upon that authorization, the County Manager makes the appointments. The County Manager appoints members to the Civil Service Commission.

The Commission-Manager plan of government is outlined in LCC1.07. The powers and duties of the County Manager include:

- General supervision over the administrative affairs of the County
- Appoint and remove at any time all department directors and employees
- Attend all meetings of the Commission at which the manager's attendance may be required by that body
- See that all laws and ordinances are faithfully executed.
- Recommend for adoption by the Commission such measures as the manager may deem necessary or expedient
- Prepare and submit to the Commission such reports as may be required by that body, or as deemed advisable to submit.
- Keep the Commission fully advised of the financial condition of the County and its future needs
- Prepare and submit to the Commission a proposed budget for the fiscal year, and to be responsible for its administration upon adoption
- Perform such other duties as the Commission may determine by ordinance or resolution
- Implements and administers County Commission policy

C. County Commission Non-interference

The County Commission is to work through the County Manager when dealing with administrative services of the County.

In no manner, either directly or indirectly, shall a Commission Member become involved in, or attempt to influence, personnel matters that are under the direction of the County Manager. Nor shall the County Commission be involved in, or influence, the purchase of any supplies beyond the requirements of the County procurement procedures.

Except for the purpose of inquiry, the Commission and its members will deal with the administrative service solely through the County Manager or designee, and neither the Commission nor any committee or member of a committee shall give orders to any subordinate of the County Manager.

Subject to the Open Meeting Law and the holding of executive sessions to discuss and review personnel matters, the Commission is not prohibited, while in open session, from fully and freely discussing with the County Manager anything pertaining to appointments and removals of County officers and employees and County affairs.

D. County Commission/County Manager Relationship

The employment relationship between the County Commission and County Manager honors the fact that the County Manager is the chief executive of the County. All dealings with the County Manager, whether in public or private, should respect the authority of the County Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the County Manager.

The County Manager respects and is sensitive to the policy responsibilities of the County Commission and acknowledges that the final responsibility for establishing the policy direction of the County is held by the County Commission.

1. Performance Evaluation

The County Commission is to evaluate the County Manager on an annual basis to ensure that both the County Commission and County Manager are in agreement about performance and goals based upon mutual trust and common objectives. The County Manager's performance is evaluated based upon the County Manager's Performance Planning and Appraisal Program.

E. County Commission/County Staff Relationship

County Commission Member contact with County staff members, inclusive of the County Manager, will be during regular business hours, except in the case of an emergency.

F. Code of Ethics

The County Manager is subject to a professional code of ethics as a member of the International County/County Management Association (ICMA). These principles appear in the Appendix of this policy. It should be noted that this code binds the County Manager to certain practices that are designed to ensure actions are in support of the County's best interests. Violations of such principles can result in censure by ICMA. This code is posted in the County Manager's office area.

G. Roles and Information Flow

1. Commission Roles

The full County Commission retains the authority to accept, reject, or amend the staff recommendation on policy matters. Members of the County Commission must avoid intrusion into those areas that are the responsibility of staff.

Individual Commission Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the County Commission as a whole. This is necessary to protect staff from undue influence and pressure from individual Commission Members, and to allow staff to execute priorities given by management and the Commission as a whole without fear of reprisal.

If a Commission Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Commission to do so as a matter of Commission policy. All Commission Members with concerns affecting the community of Lyon County

should bring those concerns to the full Commission before contacting an outside agency.

2. Access to Information

The County Manager is the information liaison between Commission and County staff. Requests for information from Commission Members are to be directed to the County Manager and will be responded to promptly. The information requested will be copied to all members of Commission so that each member may be equally informed. The sharing of information with County Commission is one of the County Manager's highest priorities.

There are limited restrictions when information cannot be provided. The County is legally bound not to release certain confidential personnel information. Likewise, certain aspects of law enforcement affairs (i.e., access to restricted or confidential information related to crimes) may not be available to members of the County Commission.

3. Staff Roles

The Commission recognizes the primary functions of staff as executing Commission policy and actions taken by the Commission and in keeping the Commission informed. Staff is obligated to take guidance and direction only from the County Manager or Department Director. This direction follows the policy guidance of the County Commission as a whole. Staff is directed to reject any attempts of individual Commission Members to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

County staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Commission Members; provided that, in the judgment of the County Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full County Commission.

4. Significant Requests

No Commission Member shall request or direct the County Manager or Department Directors to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Commission. The County Manager shall determine whether or not a matter is significant.

H. Dissemination of Information

In addition to regular, comprehensive memoranda written by the County Manager directly to County Commission concerning all aspects of County operations (exclusive of

confidential personnel issues), all Commission Members receive copies of all correspondence received by the County Manager that will assist in them in their policy-making role. The County Manager also provides other documents to Commission on a regular basis, such as status reports, executive summaries, and minutes of senior staff meetings.

A variety of methods are used to share information with Commission. Workshops and study sessions are held to provide detailed presentations of matters. Commission/staff retreats serve to focus on topics and enhance information exchange. The County Manager's open-door policy allows individual Commission Members to meet with the Manager on an impromptu or one-on-one basis.

I. Magnitude of Information Request

Any information, service-related needs, or policy positions perceived as necessary by individual Commission Members that cannot be fulfilled based upon the above guidelines should be considered as an item for the agenda of a County Commission meeting. If so directed by action of the Commission, staff will proceed to complete the work within a Commission-established timeline.

J. Staff Relationship to Advisory Bodies

Staff support and assistance may be provided to advisory boards, commissions, and task forces. Advisory bodies, however, do not have supervisory authority over County employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and, ultimately, the County Manager. The members of the commissions, boards, or committees are responsible for the functions of the advisory body. The chairperson is responsible for committee compliance with the municipal code and/or committee bylaws. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

Staff support includes:

- 1) Preparation of a summary agenda after approval by the chairperson;
- 2) Preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and
- 3) Preparation of minutes of advisory body meetings. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

Advisory bodies wishing to communicate recommendations to the County Commission shall do so through adopted Commission agenda procedures as outlined in Administrative Policy and Procedure 1-5. In addition, when an advisory body wishes to correspond with an outside agency, correspondence shall be reviewed and approved by the County Commission.



ICMA Code of Ethics with Guidelines

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in May 1998. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in September 2013.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

GUIDELINE

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

Tenet 3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

GUIDELINES

Public Confidence. Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.

Impression of Influence. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Appointment Commitment. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time, but once a bona fide offer of a position has been accepted, that commitment should be honored. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

Credentials. An application for employment or for ICMA's Voluntary Credentialing Program should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a management position should show professional respect for persons formerly holding the position or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity in order to be appointed to a position.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report the matter to ICMA. In reporting the matter, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members should not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated.

Tenet 4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

GUIDELINE

Length of Service. A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

Tenet 5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

GUIDELINE

Conflicting Roles. Members who serve multiple roles – working as both city attorney and city manager for the same community, for example – should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

Tenet 6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

GUIDELINES

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

Tenet 8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

GUIDELINES

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

Tenet 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

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Tenet 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

GUIDELINE

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

Tenet 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

GUIDELINE

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

Tenet 12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

GUIDELINES

Gifts. Members should not directly or indirectly solicit any gift or accept or receive any gift—whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form—under the following circumstances: (1) it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

It is important that the prohibition of unsolicited gifts be limited to circumstances related to improper influence. In de minimus situations, such as meal checks, some modest maximum dollar value should be determined by the member as a guideline. The guideline is not intended to isolate members from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

Investments in Conflict with Official Duties. Member should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict with their official duties.

In the case of real estate, the potential use of confidential information and knowledge to further a member's personal interest requires special consideration. This guideline recognizes that members' official actions and decisions can be influenced if there is a conflict with personal investments. Purchases and sales which might be interpreted as speculation for quick profit ought to be avoided (see the guideline on "Confidential Information").

Because personal investments may prejudice or may appear to influence official actions and decisions, members may, in concert with their governing body, provide for disclosure of such investments prior to accepting their position as local government administrator or prior to any official action by the governing body that may affect such investments.

Personal Relationships. Member should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, whether or not for compensation. Members may, however, agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.

	LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES	
TOPIC: Quarterly Jail Inspection		NUMBER: 1-7
EFFECTIVE: 04/04/2013	REVISED:	REVIEWED: 1/15/2015
REFERENCE: NRS 211.020		
POLICY CUSTODIAN: County Managers Office		

A. Purpose

To provide a process for the Board of County Commissioners to meet the requirements of NRS 211.020 and conduct quarterly inspections of the Lyon County Jail as well as meet the needs of the Sheriff and his personnel.

B. Procedures

1. The Board of County Commissioners has adopted the attached inspection report to document the inspection.
2. The Board of County Commissioners shall appoint a single Commissioner, in accordance with Administrative Policy and Procedure 1-3, to conduct the quarterly inspections.
3. The appointed Commissioner will schedule, with the Sheriff or his designee, an appointment to tour and inspect the Lyon County Jail on a quarterly basis.
4. The appointed Commissioner will, upon completion of the inspection, meet with the Sheriff or his designee and discuss any issues or concerns that arise from the inspection.
5. The appointed Commissioner will file his/her completed inspection report with the Board of Commissioners at the next scheduled Board of Commissioners meeting after the inspection.

DETENTION FACILITY INSPECTION REPORT

Facility Name:			
Location:			
Jail Administrator:			
Sheriff / Chief:			
Inspection Date:		Inspected By:	
Year Built:		Renovation Dates:	

Maximum Designed Jail Capacity:	Current Jail Capacity:
Average Daily Jail Capacity Past 12 Months:	

FACILITY MANAGEMENT

- Does the facility have a jail operations policy and procedure manual?** ☐ Yes ☐ No
1. Is the jail operations manual reviewed and updated at least annually? ☐ Yes ☐ No
 2. Have the jail operations manual been reviewed by the jail's legal counsel? (e.g. DA) ☐ Yes ☐ No
 3. Does the jail operations manual contain the following policy and procedures?
 - a. Medical intake ☐ Yes ☐ No
 - b. Suicide prevention ☐ Yes ☐ No
 - c. Mental illness ☐ Yes ☐ No
 - d. Strip search ☐ Yes ☐ No
 4. Is jail operation manual distributed to all staff? ☐ Yes ☐ No
 5. Is regular training conducted on policy and procedures? ☐ Yes ☐ No

Staffing levels:

1. Adequate personnel to provide 24 hour supervision covering all posts? ☐ Yes ☐ No

Arrestee intake & screening procedures:

1. Are intake officers trained to recognize suicidal tendencies, mentally ill, developmentally disabled, or emotionally disturbed arrestee? ☐ Yes ☐ No
2. Are intake officers trained on medical screening for medical services? ☐ Yes ☐ No
3. Are intake officers trained to identify substance abusers, drunks and addicts? ☐ Yes ☐ No
4. Are intake officers trained on use of force & restraints? ☐ Yes ☐ No
5. Are intake officers trained on searches and strip searches? ☐ Yes ☐ No
 - a. Does policy require the documentation of all strip searches, including documentation of justification? ☐ Yes ☐ No
6. Is all training adequately documented? ☐ Yes ☐ No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

JAIL SECURITY

1. Are detainees searched prior to exiting and entering the jail? ☐ Yes ☐ No
2. Does the facility have and use audio/video system 24 hours/day? ☐ Yes ☐ No
3. Are all locks, doors, bars, windows, and other security equipment frequently inspected? ☐ Yes ☐ No
4. Are all unoccupied cells and rooms kept locked at all times? ☐ Yes ☐ No
5. Is a master population record maintained? ☐ Yes ☐ No
6. Are there policy and procedures to check for contraband in the jail environment? ☐ Yes ☐ No
7. Are eating utensils accounted for after each meal? ☐ Yes ☐ No
8. Is a physical head count made and recorded? ☐ Yes ☐ No
9. Are keys not in use stored in a secure key locker? ☐ Yes ☐ No
 - a. Is a record of all keys inventoried and issued maintained? ☐ Yes ☐ No
 - b. Is there an extra set of emergency keys accessible to designated jail staff? ☐ Yes ☐ No
10. Are weapons prohibited in the secure section of the jail? ☐ Yes ☐ No
 - a. Are weapons secured outside of the security area? ☐ Yes ☐ No
 - b. Are reserve firearms, ammunition, chemical agents, etc. stored in a secure area? ☐ Yes ☐ No

COMMENTS

SAFETY

1. Does the facility have an automatic fire alarm and smoke detection system? ☐ Yes ☐ No
2. Are extinguishers readily accessible to staff but not detainees? ☐ Yes ☐ No
3. Are extinguishers examined at least once a year and tagged with dates of inspection? ☐ Yes ☐ No
4. Are all jail personnel familiar with the operation of all types of extinguishers in the jail? ☐ Yes ☐ No
5. Does the jail have a posted fire plan and evacuation procedures? ☐ Yes ☐ No
6. Are fire drills and evacuation drills held quarterly and the records of such maintained? ☐ Yes ☐ No
7. Is smoking prohibited or confined to special areas? ☐ Yes ☐ No
8. Are noncombustible containers provided for smoking materials and other combustible refuse? ☐ Yes ☐ No
9. Are all emergency exits known to jail personnel and exit keys immediately available? ☐ Yes ☐ No
10. Are there two exits from each housing area or cell block? ☐ Yes ☐ No
 - a. Are all means of egress kept clean and open? ☐ Yes ☐ No
11. Does the facility have emergency lighting, power and communications capabilities? ☐ Yes ☐ No
12. Is there a written plan for release and security of inmates from locked areas in emergencies? ☐ Yes ☐ No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

MEDICAL

1. Are medical, dental and mental health services available? ☐ Yes ☐ No
2. Are professional medical, dental or mental health services secured through agreements with local and regional providers or independent contracts? ☐ Yes ☐ No
3. Is jail staff prohibited from recommending or furnishing advice concerning medical, dental and mental health clinical judgments? ☐ Yes ☐ No
4. Do all inmates, without exception, have access to 24-hour emergency medical care? ☐ Yes ☐ No
5. Are medical services trainings provided for all staff through a qualified health authority? ☐ Yes ☐ No
6. Does medical services training include:
 - a. Recognition of signs and symptoms? ☐ Yes ☐ No
 - b. First Aid and Cardio-pulmonary resuscitation (CPR)? ☐ Yes ☐ No
 - c. Methods of obtaining assistance? ☐ Yes ☐ No
 - d. Transfer to appropriate medical facilities? ☐ Yes ☐ No

COMMENTS

HEALTH AND SANITATION

1. Do staff and other appropriate personnel conduct and document timely sanitation inspections? ☐ Yes ☐ No
2. Does the facility have adequate water supply? ☐ Yes ☐ No
3. Is drinking water accessible to all inmates? ☐ Yes ☐ No
4. Are plumbing fixtures (i.e., toilets, sinks, etc.) clean, sanitary, and properly maintained? ☐ Yes ☐ No
5. Are all floors, walls, ceilings, windows, door, etc. of the structure properly maintained, clean and free from offensive odors? ☐ Yes ☐ No
6. Is there a preventative maintenance program established? ☐ Yes ☐ No
7. Are all containers, storage areas, and surrounding premises clean and free of vermin? ☐ Yes ☐ No
8. Are there written policies and procedures for adequate disposal of liquid and solid wastes, such as chemicals, greases, oils, etc.? ☐ Yes ☐ No
9. Are cleaning supplies/facilities clean, well vented, and appropriately stored? ☐ Yes ☐ No
10. Are facility garbage, trash, and rubbish collected and removed regularly? ☐ Yes ☐ No
11. Does the facility have adequate heating and cooling? ☐ Yes ☐ No
12. Is mechanical ventilation or cooling systems clean and properly maintained? ☐ Yes ☐ No
13. Where laundry facilities are provided:
 - a. Is there adequate laundry equipment to insure ample quantities of clean clothing, bed linens, and towels? ☐ Yes ☐ No
 - b. Is the laundry well maintained and clean, with exterior ventilation for dryers? ☐ Yes ☐ No
14. Are beds, bedding and clothing in good repair, clean, and properly stored? ☐ Yes ☐ No

COMMENTS

DETENTION FACILITY INSPECTION REPORT

FOOD SERVICES

1. Are there policy and procedures covering safe food handling? ☐ Yes ☐ No
2. Are meals of sufficient nutritional value? ☐ Yes ☐ No
3. Are meals served at reasonable intervals? ☐ Yes ☐ No
4. Are there policy and procedures covering special dietary needs? ☐ Yes ☐ No
5. Are ranges, stoves, and ovens equipped with accurate thermostats or temperature gauges? ☐ Yes ☐ No
6. Are refrigerators and freezers equipped with accurate thermometers? ☐ Yes ☐ No

COMMENTS

INMATE RIGHTS

1. Are inmates provided with written rules and regulations concerning conduct and behavior? ☐ Yes ☐ No
 - a. Does facility administrator acknowledge inmates rights to basic medical care? ☐ Yes ☐ No
 - b. Does management recognizes inmate's rights of protection from personal abuse, injury and disease? ☐ Yes ☐ No
 - c. Does the facility have a program to provide regular exercise for inmates? ☐ Yes ☐ No
 - d. Do reading materials include applicable law library made available to inmates? ☐ Yes ☐ No
 - e. Do inmates have formal means by which to voice complaints and grievances? ☐ Yes ☐ No
2. Are rules and regulations provided in English and Spanish? ☐ Yes ☐ No
3. Does the facility administrator review inmate's grievances? ☐ Yes ☐ No

COMMENTS

		LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES	
TOPIC: Board of County Commissioners Travel			NUMBER: 1-8
EFFECTIVE: April 4, 2013	REVISED:	REVIEWED: 1/15/2015	
REFERENCE:			
POLICY CUSTODIAN: County Managers Office			

A. PURPOSE

The purpose of this Administrative Policy and Procedure (APP) is to provide direction as to when Lyon County will approve travel claims for the County Commission.

B. POLICY

1. County Commissioners will be reimbursed for all reasonable and necessary travel expenses which are directly related to the performance of their assigned duties and which are properly authorized.
2. To obtain reimbursement, County Commissioners must submit an expense report on a proper claim form and substantiate the amounts claimed.
3. Lyon County will not reimburse or otherwise pay any expense that violates commonly accepted standards of judgment and good taste.
4. Authorized Travel – Travel to and from Board of County Commission meetings and travel to and from meetings that the Board of Commissioners has appointed a Commissioner to participate in.

Travel will not be paid to any alternate to a committee unless the alternate is filling in for the primary appointee.

Travel will not be paid for travel to and from Advisory Board Meetings or other meetings unless approved by the Board of Commissioners as a whole.

C. ALLOWANCES

1. Mileage: Mileage will be reimbursed at the per mile rate set by the Nevada Legislature for state employees and officials (which will normally be equal to the IRS standard mileage reimbursement rate).
2. Lodging: Moderate cost lodging may be arranged at the meeting/training site when necessary and approved by the Board. Reimbursements will be based on the cost of a double room, plus tax, if available. A receipt is required for lodging expenses.

3. Meals:

- a. Lyon County will pay the prevailing per diem rate as allowed for State employees for meal expenses when Commissioners are on an authorized business trip and meals are approved by the Board.
- b. No reimbursement shall be allowed for any meal which is provided or made available to a Commissioner as a part of the cost of meeting, class or other function, regardless of whether the Commissioner partakes of the provided meal or purchased his/her meal elsewhere.
- c. No reimbursement for meals will be allowed when traveling within Lyon County.

D. OTHER EXPENSES

Necessary business telephone calls at a meeting or training site, parking charges, and/or ground transportation will be reimbursed.

E. UNALLOWABLE EXPENSES

- 1. Lyon County does not reimburse for fines and parking tickets, towing or impound fees, traffic violations, alcoholic beverages, personal entertainment, tobacco and extravagant costs of any kind.
- 2. Lyon County discourages combining personal travel with business travel due to the public's perception regarding use of Lyon County funds. Commissioners must clearly disclose any personal travel to be taken in conjunction with Lyon County travel. A Commissioner's family may accompany the Commissioner on Lyon County business. Lyon County will not, however pay any additional expenses when personal travel is combined with business travel and/or family member travel with a Commissioner while on Lyon County business.

F. PROCESSING

- 1. All expenses shall be detailed on the proper claim form and shall provide detailed information regarding expenses claimed. Receipts, when required, are to be attached. All expense reports must be approved by the Comptroller or County Manager.
- 2. Travel expense reports shall be submitted within 90 days following any trip.

[illegible]

DEPARTMENT HEAD: _____ DATE: _____

COMPTROLLER: _____ DATE: _____

COUNTY MANAGER: _____ DATE: _____

RECAP				
TOTAL ADVANCED	TOTAL EXPENSES	TOTAL RETURNED	OR	TOTAL DUE EMPLOYEE